

## DUTY STATEMENT

Class Title <b>Attorney</b>	Position Number <b>580-140-5778-909</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Center for Healthcare Quality</b>	
Section	
Branch	
Division <b>Office of Legal Services</b>	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** Under the supervision of the CEA, Assistance Chief Counsel (ACC), the incumbent is a member of a team of attorneys in the Office of Legal Services. Attorneys are responsible for moderate to difficult legal issues. The incumbent must be capable of functioning under great pressure in politically sensitive situations and be able to complete their work within strict time requirements or on an expedited basis with minimum supervision. The incumbent may also be relied upon to provide advice directly to the Licensing and Certification District Managers, Field Branch Chiefs, and the Chief of Field Operations Branch, and the Deputy Director of the Center for Health Care Quality. The incumbent may also work with the managers and staff of the Healthcare Associated Infections Program and the Professional Certification Branch. On the Center for Healthcare Quality Team, the incumbent has a broad range of responsibilities which include providing verbal or written legal advice to the programs and reviewing citations, administrative penalties, contracts, notices, regulations, decision memoranda, press releases, legislation, and many other documents which may have legal repercussions. The incumbent must have an understanding of the programs he or she represent and the law applicable to those programs.

**Supervision Received:** Under the general direction of the CEA, Assistant Chief Counsel

**Supervision Exercised:** N/A

**Description of Duties:** Must be able to work effectively with all high level management and maintain and secure the confidence and cooperation of departmental management. Must maintain exemplary work habits in difficult areas of federal and state law. The specific duties are include but are not limited to:

### Percent of Time      Essential Functions

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|-----|---|
| 35% | Legal research on the law and preparation of legal opinions for program managers for Healthcare Associated Infections, Professional Certification, and Licensing and Certification Programs.  |
| 25% | Meet with program staff to discuss issues and provide verbal legal advice on matters involving licensing, certification and regulatory enforcement for the Licensing and Certification program and Professional Certification program, and any other management concerns as assigned. |

- 20% Review and provide legal analysis of documents, including citations, notice of administrative penalties, contracts, regulations and bill analyses. Assist the Center with Public Record Act request, compliance with subpoenas, and litigation support for general litigation handled by the Attorney General's Office.
- 15% Respond to inquiries from the public and other state agencies on matters relating to the programs in the Center for Health Care Quality, as directed by the Directorate.

**Percent of Time    Marginal Functions**

- 5% Develop and Present training to the program staff as needed. Assist the Center with various advisory committees and consult on the provisions of the Bagley-Keene Open Meeting Law.

Employee's signature	Date
Supervisor's signature	Date